



## 2003 National Cadet Special Activities Refund Request

Please print out and complete this request if you are seeking a refund from the National Cadet Special Activities (NCSA). Then sign and mail (or fax) this request to:

Attn: NCSA  
HQ CAP/FM  
105 South Hansell St  
Maxwell AFB, AL 36112-6332  
Fax: 334-953-6777 (no cover sheet necessary)

Participant's name: \_\_\_\_\_ CAPID: \_\_\_\_\_

Activity participant is withdrawing from: \_\_\_\_\_

Amount that needs to be refunded: \$ \_\_\_\_\_

If paid by check, your refund will also be by check. Please indicate the name on the check and the original check number:

If paid by credit card, please provide the following credit card information:

Credit card number \_\_\_\_\_

Name of credit card holder \_\_\_\_\_

Credit card expiration date \_\_\_\_\_

Please indicate the address that is on the check or associated with the credit card (Note: This will be the address where we the refund payment will be sent.):

Your printed name:

Your address (if different than above):

**Your signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

In case additional information is needed, please provide us with the following:

Best telephone number to call (and best time of day to call):

Email address (optional):

Note: Refund requests made less than 30 days prior to the start of the NCSA may be limited or reduced to as much as 100%, and requires a review from HQ CAP/CPS. Questions about the status of your refund are available from Linda Preskitt at 334.953.5737 or [lpreskitt@capnhq.gov](mailto:lpreskitt@capnhq.gov).